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Directorate of Administration
Annual Report to Congress Submission

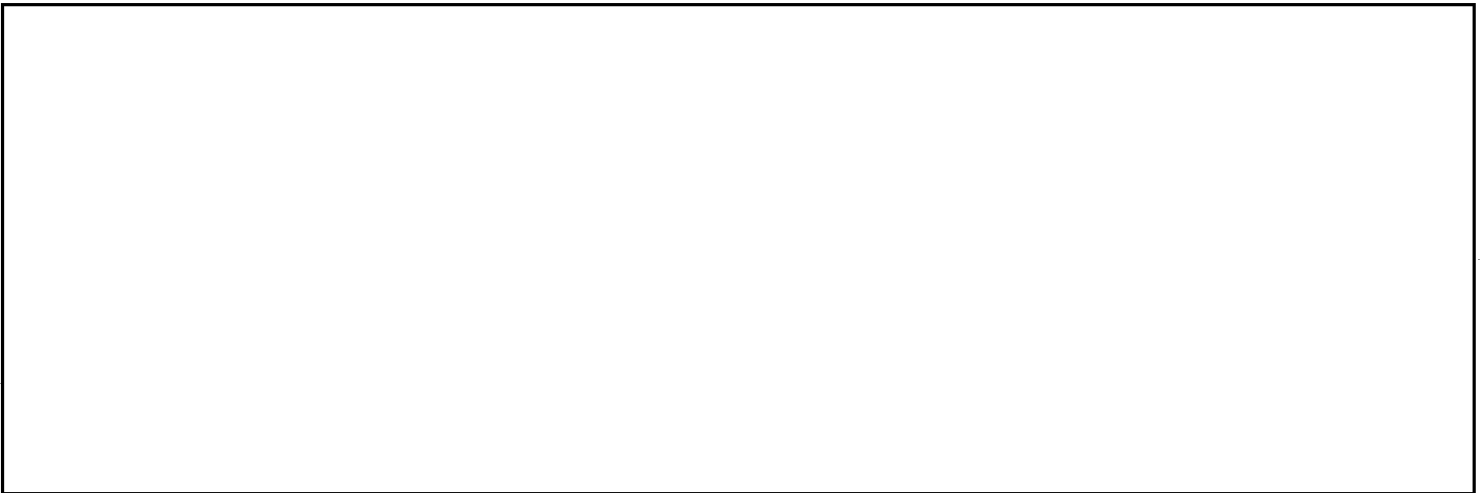
DDA 1981 Overview

In spite of austere resources, the Directorate continued to provide timely administrative support, in most areas, to Agency components. Serious personnel shortages in several key areas, particularly communications, persisted throughout much of the year. The need for recapitalization in the areas of communications, logistics, training, and security continued to be most evident during 1981, which reinforces the budgetary initiatives undertaken in these areas. The pressures for expanded support were felt throughout the year. The increasing security threat to our people and facilities overseas presented a rash of problems. Growing demands for automated data processing support continued. Enhanced training in a variety of skills was very much in demand, especially in the areas of language, operational, and analytical training. Critical space requirements consumed much time and effort on the part of Directorate personnel. And continued pressures to meet the requirements of the Privacy Act and FOIA absorbed substantial resources.

I. PERFORMANCE HIGHLIGHTS IN 1981

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General



During 1981 the Office of the Information Handling Systems Architect was established as a staff function in the Directorate of Administration. The Office has been staffed, a charter approved, and planning/implementing functions are

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under way. Among these functions were the initiation of several projects defining the existing architecture of information handling systems in the Agency, the establishment of a milestone management review system applicable to all information handling concerns in the Agency, and the beginning stages of the Agency's first strategic plan for information handling systems (to be completed in one year).

Communications

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In addition to normal communications activities, the Office provided extensive support during the crises

Data Processing

A major part of the effort and attention of the Office of Data Processing (ODP) has been focused on improving the productivity of the ODP user community. During 1981 productivity measurements indicated that ODP systems did indeed achieve this goal. In addition, a variety of new computer systems and services were implemented during the year. While support for ongoing programs continued, ODP was heavily involved in the development of SAFE, the upgrading of CAMS, TADS, etc. Because of budgetary constraints on the acquisition of terminals, user requirements could not be fully met. Also, a backlog of user requirements for applications software development was not met because of a shortage of applications programmers. This shortage in applications programmers is the result of an eight-year freeze on increasing their numbers in ODP and the fact that those on board are heavily involved in maintaining an expanding portfolio of developed applications systems. Relief will be realized in this area if ODP is successful in gaining the new positions requested in the FY-1983 program.

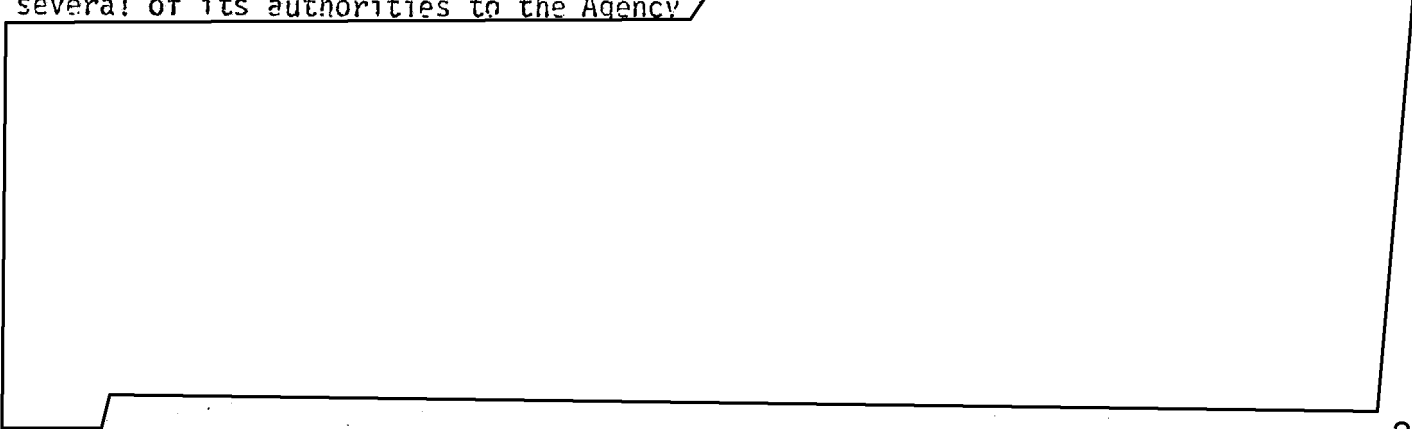
Logistics

During the past year, the Office of Logistics continued to provide the full range of logistical services responsive to Agencywide requirements. Such services included printing and photography, centralized procurement, transportation, mail and courier support, and general housekeeping activities. While

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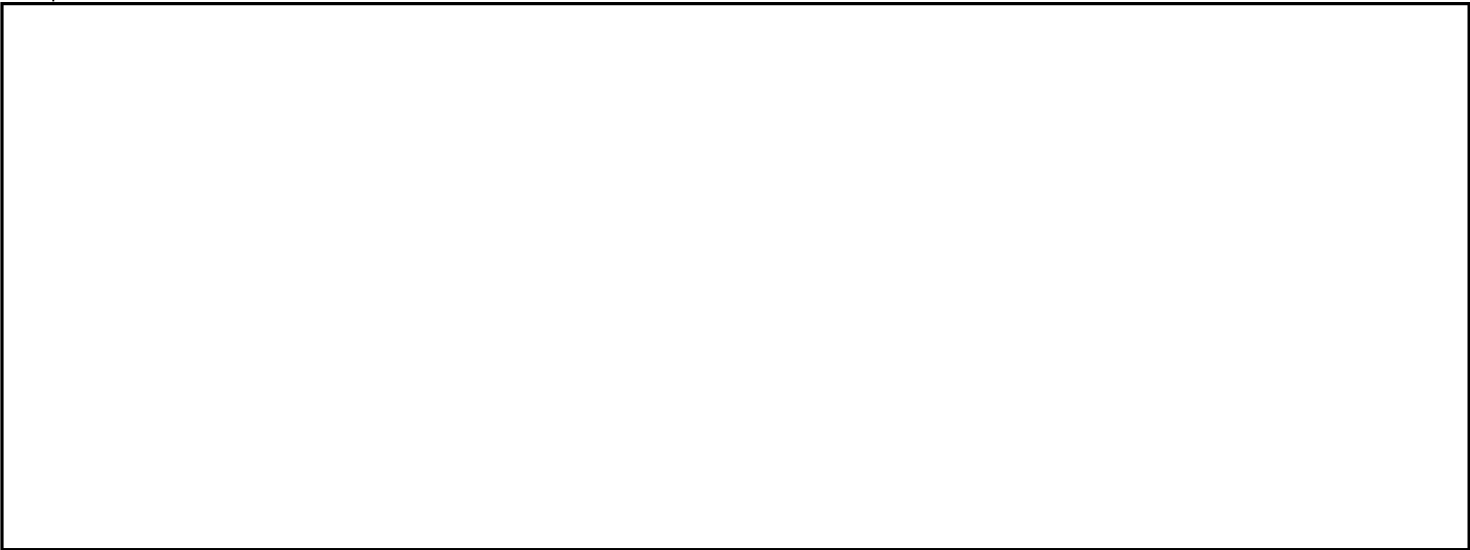
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the General Services Administration (GSA) is directly responsible for the latter, 25X1
it has historically not been responsive to the Agency's needs in this area.
During 1981, however, consummating years of negotiations, GSA has delegated
several of its authorities to the Agency

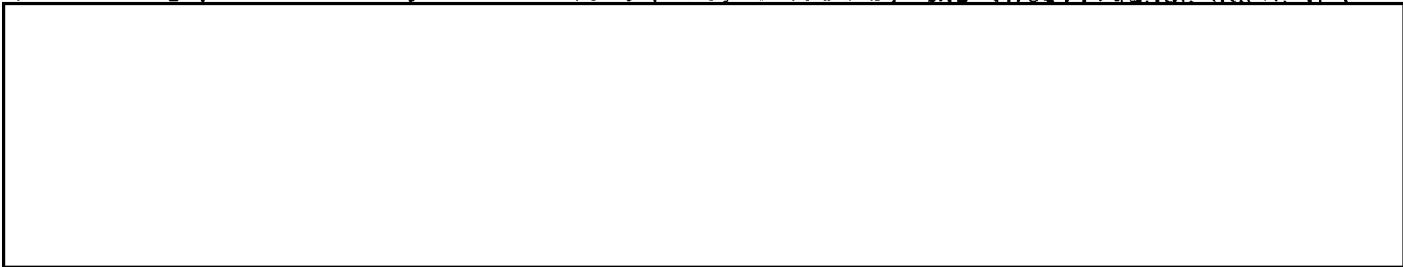


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Security



The increasing complexities and challenges in the intelligence security
field are shared by other members of the Intelligence Community. Security of
installations abroad, computer security concerns, and personnel security
processing problems are, for the most part, shared by the intelligence agencies



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The Office of Information Services (OIS) played an instrumental role in developing and coordinating the Agency revisions to Executive Order 12065. During 1981 this Office also initiated the processing of over 3,000 new cases under the Freedom of Information and Privacy Acts and the mandatory classification review requests. In addition, we strengthened our information handling program by incorporating most of the Agency's information and handling positions into a separate career subgroup. Through this action we can provide a cadre of employees specializing in information handling matters with professional development and more varied career opportunities.

II. RELATIONS WITH CONSUMERS

The bulk of our customers are within the Agency. The principal area of service to other government agencies is in the communications field. Relations with our customers in this area are excellent; the support provided by the Office of Communications has been timely, responsive, and efficient.

III. FUTURE RESEARCH AND DEVELOPMENT PLANS

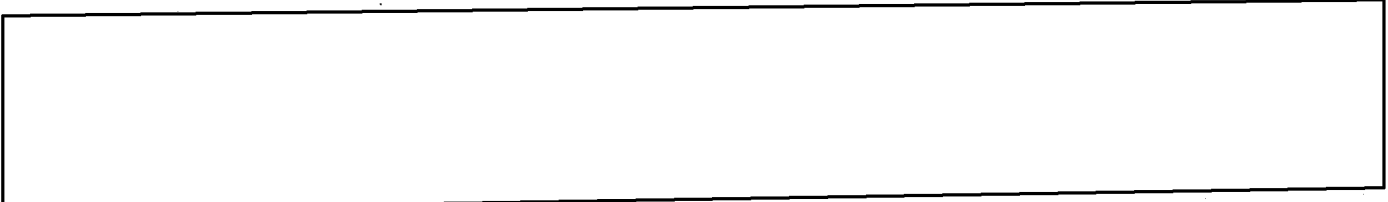
IV. PRESENT AND PROJECTED RESOURCE NEEDS

The Office of Communications has drafted a comprehensive plan to modernize our communications worldwide. Modernization is essential to enhance the collection and timely dissemination of intelligence and to accommodate the use of automatic information handling systems in the field. Modernization is also vital if we are to ensure the continuity of communications under various contingency conditions.

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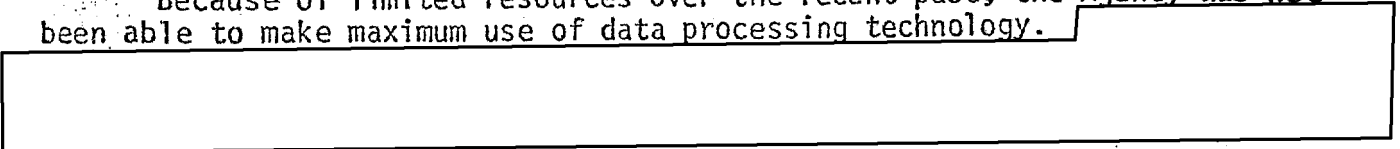
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The need for recapitalization has been alluded to several times in this presentation. Capital improvements are required to ensure that our present facilities and utilities remain reliable and responsive to our operations. Additional resources will be required in order to continue with our plan to centralize Agency activities on the Headquarters compound, which ultimately will eliminate the present inefficiency and security risks inherent in the present decentralized configuration.

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Because of limited resources over the recent past, the Agency has not been able to make maximum use of data processing technology.



If we are to keep pace with the challenges that confront us in all of the support areas, we must be able to take on board personnel to replace the number of experienced Directorate personnel who have left the Agency over the past five years. We simply cannot afford to wait until the requirements for support from the expansion of the Agency's collection and production activities are upon us. Given the limited lead time currently available to us, we frequently find ourselves in a reactionary mode, taking resources from one essential activity to support another. We are making a concentrated effort to work with the other directorates to determine their support requirements as far in advance as possible. Assuming that the Directorate of Administration's FY-1983 program gets through the approval process intact, an appropriate level of resources, especially funding for recapitalization, will be available to support the Agency's rebuilding efforts.

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